


## REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

	<b>REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES</b>	
<b>RFQ Title: Examining Land/Field Surveyor(s)</b>		
<b>RFQ Response Due Date and Time:</b> 8:30 am, Mountain Time / May 4, 2020		<b>Issue Date:</b> April 9, 2020
<b>ISSUING AGENCY INFORMATION</b>		
Flathead County Commissioners' Office 800 South Main Street, Room 302, Kalispell, MT 59901  Single Point of Contact (SPOC): Whitney Aschenwald - (406) 758-2467, <a href="mailto:waschenwald@flathead.mt.gov">waschenwald@flathead.mt.gov</a>  Website: <a href="http://flathead.mt.gov/commissioner/">http://flathead.mt.gov/commissioner/</a>		
<b>INSTRUCTIONS TO RESPONDENTS</b>		
Return Sealed Envelopes to: Flathead County Commissioners' Office 800 South Main Street, Room 302 Kalispell, MT 59901		Mark Face of Envelope/Package with: <i>RFQ Response-Examining Land/Field Surveyor</i>
<b>Special Instructions:</b> Please indicate with an "X" which position(s) you would like to be considered for:  <input type="checkbox"/> Examining Land Surveyor <input type="checkbox"/> Assistant Examining Land Surveyor <input type="checkbox"/> Field Surveyor		
<b>RESPONDENTS TO COMPLETE THE FOLLOWING</b>		
Firm's or Individual's Name/Address:	<hr/>	
	(Name/Title)	
	<hr/>	
	(Signature)	
	Print name and title and sign in ink. By submitting a response to this RFQ, offeror acknowledges an understanding of and willingness to comply with the RFQ specifications and requirements.	
Type of Entity (e.g., corporation, LLC, etc.)	Phone Number:	
E-mail Address:	FAX Number:	
<b>PLEASE RETURN THIS COVER SHEET WITH RFQ RESPONSE</b>		

## REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL SERVICES

The Flathead County Board of Commissioners is requesting qualifications from professional land surveyors or firms employing professional land surveyors to provide services to Flathead County. Flathead County will retain one or more persons or firms to provide the following services: 1) Examining Land Surveyor, 2) Assistant Land Surveyor, and/or 3) Field Surveyor. A detailed description of services is listed below.

The person(s)/firm(s) selected to provide these services will be required to enter into a two (2) year contract. Flathead County reserves the right to attempt to negotiate a subsequent two (2) year contract extension with the awarded firm(s) or person(s). If an agreement satisfactory to the County cannot be reached, the position will be re-advertised.

**RFQ Submittal Terms:** The Single Point of Contact (SPOC) for this solicitation is:  
Whitney Aschenwald, Flathead County Commissioners' Office  
800 South Main Street, Room 302, Kalispell, MT 59901  
(406) 758-2467, [waschenwald@flathead.mt.gov](mailto:waschenwald@flathead.mt.gov)

- Questions about this RFQ must be submitted via e-mail or in writing to the SPOC by 5:00 pm on **April 24, 2020**. No additional project questions will be addressed after this date. A response addendum listing all questions received and Flathead County's responses will be posted by 5:00 pm on **April 28, 2020** on the Flathead County webpage at: <http://flathead.mt.gov/commissioner/>
- **Qualifications must be submitted to the SPOC no later than 8:30 am on May 4, 2020.**
- **Six (6) copies** of the RFQ response must be submitted and **one (1) electronic disk or USB copy**.
- Please label outside of response package envelope as: **RFQ Response-Examining/Field Surveyor**
- Qualifications are scheduled for opening by the Board of Commissioners at **10:00 am, May 4, 2020** in the Commissioners' Chambers, located on the third floor of the County Courthouse.

### TARGET SCHEDULE OF EVENTS

<u>EVENT</u>	<u>DATE</u>
Deadline for Receipt of Written Questions on RFQ	5:00 pm, April 24, 2020
RFQ Question Responses Posted on County Website	5:00 pm, April 28, 2020
RFQ Qualifications Due to Commissioners' Office	8:30 am, May 4, 2020
Intended Date for Contract Award	May 14, 2020
Contract Term	July 1, 2020 thru June 30, 2022

### BACKGROUND INFORMATION

Flathead County has been contracting services for both the Land Examining Surveyor and Field Surveyor for many years. The volume of services is dependent upon surveying needs of the County government and the number of surveys/plats submitted for review. Please note, Flathead County does not guarantee any level of work to the selected persons / firms.

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Based on past review, responding consultants for the Examining Land Surveyor services should be prepared to review a minimum of 800 requests in a two (2) year period. Examining Land Surveying services will vary based upon the volume of certificates of survey, subdivisions, and road abandonment requests. The Assistant Examining Land Surveyor will complete reviews for any surveys where the Examining Land Surveyor has a conflict of interest. Field surveying includes processing approximately 20 and 40 requests for services in a two (2) year contract period. The size and complexity of the individual requests are varied. Respondents should have the capacity for providing multiple, fully-equipped survey crews.

### **SCOPE OF WORK FOR PROFESSIONAL SERVICES**

According to 76-3-103 MCA, an Examining Land Surveyor is defined as a registered land surveyor appointed by the governing body to review surveys and plats submitted for filing.

**The basic services to be provided by the Examining Land Surveyor as outlined in 76-3-611 MCA will include, but are not limited to, the following:**

- ☐ Review requested road abandonments, write a viewer's report and provide a recommendation to the Flathead County Board of Commissioners;
- ☐ Meet with the Commissioners as needed;
- ☐ Examine and sign Subdivision Plats submitted for review;
- ☐ Examine and sign Certificates of Survey submitted for review;
- ☐ Provide other Examining Surveyor services requested.
- ☐ All work must be performed in a timely manner and within statutory or policy-imposed deadlines.
- ☐ The person(s)/firm(s) selected to provide these services will be required to enter into a two (2) year contract.

**The basic services to be provided by the Assistant Examining Land Surveyor will include, but are not limited to, the following:**

- ☐ All tasks listed above under the Examining Land Surveyor.
- ☐ The Assistant Examining Land Surveyor will act as the Examining Land Surveyor at any time the Examining Land Surveyor has a conflict of interest.

**The basic services to be provided by the Field Surveyor will include, but are not limited to, the following:**

- ☐ Boundary and Right-of-Way Surveys and Retracements;
- ☐ Topographic Mapping;
- ☐ Volume Calculations of Gravel Pit Materials, Road Construction and other Project Needs;
- ☐ Monument Establishment and Perpetuation;
- ☐ Construction Staking;

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- ☐ Field Surveys for FEMA-LOMA/LOMR-F;
- ☐ Other Survey Services Requested.
- ☐ All work completed in a timely manner.
- ☐ Commit to a two (2) year contract.

### STATEMENT OF QUALIFICATIONS CONTENT & EVALUATION CRITERIA

#### **Submittal:**

Firms / individuals are solely responsible for all costs incurred in the preparation and submittal of the RFQ. Respondents should submit six (6) full copies of their RFQ response documents and one (1) electronic copy on a disk or USB to the Single Point of Contact (SPOC) for this solicitation by **8:30 am, May 4, 2020. No late, faxed, or email submittals will be accepted.** Qualifications should not exceed a total of 20 one-sided pages, excluding a one-page cover letter and personnel resumes. Minimum font size for all text is 12 point. Questions about the RFQ must be submitted via e-mail or in writing to the SPOC on or before **5:00 pm, April 24, 2020.** A response addendum listing all questions received and Flathead County's responses will be posted by **5:00 pm, April 28, 2020** on the Flathead County webpage at <http://flathead.mt.gov/commissioner/>. If a party is interested in the questions received and the responses provided by Flathead County, it is the responsibility of each firm or individual to check the County's website.

Subject to exceptions provided by Montana law, all information received in response to this RFQ, including copyrighted material, is public information. Qualifications will be made available for public viewing shortly after the due date and time. The exceptions to this requirement are (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, Chapter 14, Part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the County; (3) other constitutional protections. The County will provide a hard copy of the RFQ responses for interested parties to review during regular business hours at the County Commissioners' Office, 800 South Main Street, Room 302, Kalispell, MT. If interested parties would like a copy of a RFQ, one will be provided on a disk for a charge of \$1.00 per disk copy.

#### **Content for Qualifications:**

Qualifications shall demonstrate that the firm or individual has the professional capability and availability to satisfactorily complete all the tasks as described in the Scope of Work section of this RFQ in a timely manner. Responses shall include:

- 1) The consultant's/firm's legal name, address, telephone number and principal contact's e-mail address;
- 2) Statement of which services are being proposed: 1) Examining Land Surveyor, and/or 2) Assistant Examining Land Surveyor, and/or 3) Field Surveyor;
- 3) Location of managing office;
- 4) Name and location of Project Manager;

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- 5) The experience, qualifications, and roles of all staff to be assigned;
- 6) Description of the firm's / individual's prior experience, including any similar work completed;
- 7) Description of the firm's / individual's current work activities and how these will be coordinated with the surveying services requested by Flathead County;
- 8) Three (3) references knowledgeable of the firm's / individual's recent performance on similar projects, including the company name, location where services were provided, contact person(s), contact telephone number(s), contact e-mail address(es), and a complete description of services provided, including dates of service. These references may be contacted to verify a firm's / individual's ability to perform the contract. The County reserves the right to use any information or additional references deemed necessary to establish the ability of the firm or individual to perform the contract. Negative references may be grounds for disqualification.

### **Evaluation Criteria:**

Respondents will be evaluated and scored according to the following criteria. Each item must be addressed in the submittal in order to be considered responsive.

- 1) Overall quality of the submittal – 10%
- 2) The qualifications and experience of the professional personnel to be assigned to the project – 20%
- 3) The consultant's capability to meet time and project requirements and the availability of personnel to respond and provide services in a timely manner – 20%
- 4) Consultant location – 5%
- 5) Present or projected workload that would affect completion of the project – 10%
- 6) Related experience on similar projects – 20%
- 7) References for similar projects – 15%

## **PROFESSIONAL SERVICES SELECTION PROCESS**

Upon receipt of responses, selection committee members will evaluate all qualifications and assign scores based on the stated evaluation criteria. The highest ranking firms or individuals may be asked to attend an interview. Flathead County may negotiate with the highest-ranked person or firm. If interviews are conducted, finalists are encouraged to bring examples of related work and any other pertinent past project information. If an agreement cannot be reached with the highest-ranked firm or individual, negotiations will be terminated. Negotiations will be initiated with the other firms or individuals in order of ranking until an acceptable agreement is concluded or the County terminates the process and re-advertises. Unsuccessful firms will be notified as soon as possible.

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This solicitation is being offered in accordance with state statutes governing procurement of professional services. Accordingly, the County reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed as well as the right to reject any and all responses.

The RFQ is for surveyor services related and no further work is implied or guaranteed. A contract will be awarded for each position: 1) Examining Land Surveyor, 2) Assistant Examining Land Surveyor, and 3) Field Surveyor. Firms contracting with Flathead County are minimally required to provide independent contractor's insurance with limits of \$1,000,000; business liability insurance with limits of \$1,000,000; professional liability insurance with limits of \$1,000,000; coverage with at least \$1,000,000 per accident and proof of workers' compensation coverage (or an independent contractor's exemption certificate).

In no event shall any official, officer, employee, or agent of Flathead County be in any way personally liable or responsible for any covenant or agreement herein contained whether expressed or implied, not for any statement, representation, or warranty made therein or in any connection with the agreement.

While Flathead County intends to award a contract resulting from this RFQ, issuance of the RFQ in no way constitutes a commitment by the County to award and execute a contract. Upon a determination that such actions would be in its best interest, the County, in its sole discretion, reserves the right to:

- Cancel or terminate this RFQ;
- Reject any or all qualifications received in response to this RFQ;
- Determine at any time whether the submittal is unresponsive in any manner;
- Waive any informalities or irregularities in the response,
- If awarded, terminate any contract if the County determines adequate funds are not available.

Flathead County is an Equal Opportunity Employer.

